



## CITY OF LONG BEACH

### EMPLOYMENT OPPORTUNITY

Messenger/Mail Clerk I Non-Career (Part-time/Unclassified)

Nutrition Services Division – Community Health Bureau

\$13.443 - \$18.171 per hour

## DEPARTMENT OF HEALTH & HUMAN SERVICES

### POSITION:

The Department of Health and Human Services is recruiting for a part-time Messenger/Mail Clerk I Non-Career position to be part of the Nutrition Services Division- Women, Infants and Children (WIC) Program Team. The selected candidate will work under the direction of the WIC Director. This position will be primarily responsible for the delivery of mail, collateral information and supplies for the various WIC program sites located throughout the City and assist with greeting and screening of WIC participants. The home-base for this position will be the Main Health Department, 2525 Grand Avenue in Long Beach, 90815. Non-career employees are not typically eligible for health/dental/vision benefits; however, they may be eligible for sick leave benefits. Non-career employees are limited to 1600 work hours per service year and are not guaranteed a minimum number of work hours.



### EXAMPLES OF DUTIES:

- Sorts and distributes interdepartmental mail for the five WIC locations and delivers/picks-up mail to other City Departments or United States Postal Office.
- Loads/unloads and operates City van or truck.
- Delivers books, equipment, office materials, supplies, office furniture, nutrition education and breastfeeding materials, breast pumps, and other items.
- Maintains and tracks inventory of equipment, supplies and food instrument vouchers and maintains/prepares daily tracking reports.
- Assists in maintaining pristine work environment.
- Greets and screens WIC participants.
- Prints food instrument vouchers according to established procedures.

### EXAMPLES OF DUTIES (cont.):

- Inputs/retrieves information from the WIC program computer system.
- Performs other related duties as required.

### QUALIFICATIONS:

- High School diploma or equivalent and one year's experience working in an office environment.
- Ability to lift and move heavy objects up to 50 pounds (subject to medical exam by Occupational Health Officer).
- Experience with Integrated Statewide Information System (ISIS) preferred.
- Valid Class C California Driver's License (DMV printout will be required for those invited to interview).

### SUCCESSFUL CANDIDATE WILL DEMONSTRATE:

- Good oral, written and comprehension skills.
- Ability to communicate effectively with supervisor and co-workers.
- Ability to follow written and oral instructions and be detailed oriented.
- Ability to adapt to varying assignments.
- Flexible work schedule (some nights and weekends required).
- Basic knowledge of Microsoft Office.
- Excellent customer services and phone skills.

### APPLICATION PROCESS:

This recruitment has been extended and will close at 4:30 p.m. (Pacific Time) on September 11, 2015. To be considered, please email a letter of interest and resume to the email address below. Please include "CH-Req HE15-049 WIC- NC" in the email subject line.

**LBDHHS-JobApplications@longbeach.gov**

Résumés will be reviewed for depth and breadth of experience, and for level and relatedness of education. The most qualified candidates will be invited to participate in further selection procedures. Applicants who do not meet the minimum requirements will not be considered.

(Req. HE15-049)

**The City of Long Beach is an Equal Opportunity Employer. We value and encourage diversity in our workforce.**

*The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, or if you would like to request this information in an alternative format, please call (562) 570-4009. Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.*